

**LA PLATA COUNTY
POSITION DESCRIPTION
VOLUNTEER – DURANGO PUBLIC LIBRARY BOARD**

Strategic Plan Alignment: Thriving Families and Healthy Community

Purpose: To make recommendations on the operation and administration of the Durango Public Library.

Duties:

- a) Make recommendations on the operation and administration of the Durango Public Library;
- b) Solicit and maintain private funding support for the Durango Public Library;
- c) Make recommendations on policies and procedures for consideration and adoption by the Durango City Council;
- d) Make recommendations to the Durango City Council regarding the library's operations and capital budget;
- e) Review and adopt long-term financial plans for operating and capital needs for the public library facility;
- f) Establish, as necessary, advisory subcommittees to assist in the functioning of the Durango Public Library;
- g) Solicit and maintain support for the public library within the general community.

Full Resolution creating the Durango Public Library Board can be found in the La Plata County Code: Chapter 2, Article III, Section 2-241 through 2-247. The City of Durango Resolution creating the Durango Public Library Board is Resolution R-2002-23.

Qualifications:

1. Members must be residents of La Plata County.

Personal Commitments:

1. To attend all meetings of the Durango Public Library unless previously excused by the Chair;
2. To follow the direction and formal guidance of the Board of County Commissioners;
3. To be well informed and prepared to discuss the proposed issues and business at scheduled meetings, including having read all materials relevant to the topic at hand prior to the meetings;
4. To fully participate in meetings of the Durango Public Library;
5. To avoid any conflicts of interest or circumstances which would create a perception of impropriety;
6. To observe local, state and federal laws, particularly open meetings and open records laws;
7. To cooperatively work with and respect the opinions of other Durango Public Library members;
8. To treat all constituents and staff members with honor, dignity and respect;
9. To avoid the acceptance of any gifts or favors related to one's service in this position;
10. To honor and comply with the La Plata County Code of Ethics Policy (attached);
11. To attend at least one Boards and Commissions volunteer orientation during the duration of my appointment.

I understand and agree to abide by these personal commitments and understand that I serve at the pleasure of the La Plata County Board of County Commissioners.

Name: _____ Date: _____

Signature: _____